



City of Wenatchee

EMPLOYMENT OPPORTUNITY

POSITION: CONTRACT COORDINATOR

SALARY RANGE: \$4414 - \$5417

GENERAL POSITION SUMMARY

Serve as City lead in coordinating, processing, and reporting on the various grants, loans, agreements, and contracts associated with the City's Capital Improvement Program (CIP). The person occupying this position must be knowledgeable in many aspects of organizational and operational administrative and project related processes and be able to relieve the Public Works Director, City Engineer, and Community Development staff of routine administrative duties. The work requires considerable familiarity with Public Works and Community Development administration and financial practices, analysis, procedures and public relations. Core tasks include implementation and maintenance of record keeping systems, establishing and implementing regular status reports, and establishing professional relationships with federal, state, local, other city departments, and staff to ensure the success of projects and programs. Work must be executed with confidentiality, minimum supervision and with exercise of independent judgment. Must present a positive customer service approach.

ESSENTIAL JOB FUNCTIONS

- 1) **Contracts and Agreements:** Assist in development of contract and agreement documents with the various federal, state, and local funding agencies; assist in development of construction contract documents including front-end and technical/administrative specifications; ensure appropriate legal review and approval of documents; advertise for bids; reproduction and distribution of plans and specifications to contractors and collecting fees; attending bid openings and checking/tabulating bid results; prepare letters of award; acquire and release various bonds related to public works construction; attend and record construction conferences; prepare contractor payments for the finance department; set up and maintain contract files project records for audit, etc.
- 2) **Grants and loans:** Assist with submittal of grant/loan applications, monitor and track federal, state, and local grants for CIP projects for compliance purposes; coordinate with granting agencies and the finance department regarding billing and timely grant reimbursements; maintain accurate records and ensure proper documentation of eligible costs.
- 3) **Professional services:** Prepare advertisements and maintain small works rosters; prepare advertisements and maintain A&E roster, advertise for qualifications/proposals, process consultant payments, maintain records for project audits, etc.
- 4) **Community Development Block Grant Program (CDBG):** Assist community development staff with the implementation of the city's Community Development Block

Grant (CDBG), Chelan-Douglas Counties Homeless Housing Program (pursuant to RCW 43.185C), and the city Low-Income Housing funds (pursuant to RCW 36.22.178) including contract management, program accounting, and compliance and billing tasks.

- 5) **Local Improvement Districts (LID):** LID administration involves most duties described herein but applies to improvement district development, construction, and financing. This duty requires specific coordination with project managers, legal, and finance departments.
- 6) **Cost accounting:** Research, prepare and provide financial analyses and regular reports of financial status and trends to Public Works management staff on all assigned internal funds and capital projects; assist project managers with project budgets and schedules; work closely with Finance Department staff in developing and maintaining procedures to accurately centralize and process financial records for all local, state, and federal agency funded projects and various assigned internal city funds; prepare for and assist finance department in the annual audit processes.
- 7) **Clerical and/or administrative:**
 - a. A critical function of this position is to perform contract coordination in accordance with internal City procedures ensuring that all City procedures, such as council actions, are performed correctly. Perform contract administration in accordance with State Audit requirements; contracts are administered with the expectation of a third party audit.
 - b. Perform purchasing in accordance with City procedures. Many public works projects require purchasing of supplies and services falling under standard City purchasing procedures.
 - c. Provide clerical, records management, administrative and research support to the City Engineer or others as assigned.

OTHER FUNCTIONS

Perform other duties as assigned or directed.

SUPERVISORY RESPONSIBILITY

Not a supervisory position. May assist in training co-workers or temporary staff as needed.

INTERPERSONAL CONTACTS

Interact in a professional and respectful manner with City personnel and the public while presenting positive customer interaction. Work is performed independently using discretion and judgment in applying guidelines to work situations and in consultation with others. Position requires regular contact with the Public Works Director, City Engineer, Finance and Community Development staff, and a variety of other City departments. Must establish and maintain effective working relationships.

PHYSICAL AND MENTAL CAPABILITIES

Strong computer literacy is required with attention to detail, ability to work under deadlines, and handle multi-tasking with minimal supervision. Ability to apply knowledge of effective office principals and practices including computer literacy, use of phone, fax and other office equipment; use of proper grammar and spelling with ability to express ideas clearly and concisely in writing and verbally. Must effectively plan, organize, and schedule work priorities while maintaining extensive and complex records. Attend work on a regular and dependable basis. Accommodations may be made to individuals with disabilities to perform the essential job functions.

JOB CONDITIONS

Work is performed primarily in an office environment with regular requirements to move about city facilities and other venues. Job may require the ability to work more than 8 hours a day or 40 a week on occasion, or outside of normal office hours.

QUALIFICATIONS:**Knowledge of:**

Principles and practices of accounting, budgeting, billing and scheduling

Principles and practices of governmental accounting and auditing including BARS system and EDEN software

Guidelines, rules, and regulations associated with grant programs including TIB, WSDOT, FHWA, and CDBG

Principles and procedures of financial record keeping and reporting

Business English, spelling, grammar, vocabulary, punctuation and mathematics

Ability to:

Quickly gain a working knowledge of the activities, requirements, and procedures of the department

Operate standard office equipment including calculators, printers, and computer applications to apply fundamental accounting principles to the keeping of account records and the preparation of financial reports

Develop and maintain effective, professional relationships with contractors, consultants, staff, other city departments, and representatives from other agencies

Communicate effectively, both orally and in writing, using tact, discretion and courtesy

Formulate and design forms, graphs and program spreadsheets

EDUCATION AND/OR EXPERIENCE

Bachelor's degree in accounting, business administration or related field emphasizing accounting/finance course work, and four years progressively responsible professional accounting work related to budget development, rate analyses, and construction contract administration, preferably in the public sector; or an equivalent combination of education and experience that would provide the required knowledge, skill and abilities. Position requires proficiency in developing spreadsheets and databases, plus word processing and email/calendar applications. Must possess a valid Washington State driver's license.

TO APPLY:

Submit application, resume and cover letter of introduction to:

City of Wenatchee

Human Resource Department

PO Box 519 (129 South Chelan Avenue)

Wenatchee WA 98807-0519

(509) 888-6203 fax (509) 888-6201

Incomplete application packet will not be considered.

CLOSING:

Original documents must be received no later than 5pm, Friday, January 14, 2011. No postmarks, e-mails or faxes accepted after the deadline.